CITY OF NEW ORLEANS CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 91(R)

January 22, 1996

TO: All Departments, Boards, Agencies, and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: LEAVE DONATION PROCEDURES

I. PURPOSE.

This memorandum amends the procedure and guidelines for the donation of leave form one employee to another, including the donation of annual leave. This revision brings the administrative policy into agreement with Civil Service Rule VIII. Section 2.1(g), as amended through March 16, 1995.

II. POLICY.

An employee may donate annual sick leave to another employee only is the recipient is suffering from an illness or injury that prevents the employee from performing the job. The illness or injury does not have to be catastrophic in nature. Each employee requesting a leave donation must provide a doctor's statement verifying the medical condition and the employee's incapacitation.

Leave may be donated for an incapacitation resulting from pregnancy.

Donation of leave must be **strictly voluntary**. Employees are not to be <u>coerced</u> in any manner whatsoever into donating leave.

Appointing authorities shall carefully review all requests for leave donation and approve only those requests that meet the criteria of this policy memorandum and the civil service rule. When receiving leave donation requests, appointing authorities shall consider the requesting employee's past sick leave use.

All requests for leave must be accompanied by a doctor's statement providing a diagnosis and prognosis of the illness or injury and an estimate of the amount of time an employee will need to recuperate before returning to work. If of a confidential nature, the employee must substitute a statement from the doctor indicating that because of the illness or injury, the employee is incapacitated and cannot report to work to perform the job. This statement must also provide an estimated of recuperation time needed before returning to work.

III. PROCEDURE.

An employee requesting a donation of leave must submit a completed leave donation form for each employee who is donating leave to the recipient. Classified recipient employees must submit the form designated for the classified service and unclassified recipient employees must submit the form for the unclassified service. The civil service status (classified or unclassified) of the leave recipient determines the form to be used. The status of the donor is irrelevant.

Leave donation forms must be fully completed and signed by the appropriate appointing authorities. Completed forms to donate leave to a classified employee shall be submitted to the Civil Service department for final approval by the director of personnel. Completed forms to donate leave to an unclassified employee shall be submitted to the Chief Administrative Office for approval by the Chief Administrative Officer.

Donation requests will be reviewed by Civil Service Department or the Chief Administrative Office to ensure that the recipient has at least six (6) months of consecutive service, the form is properly prepared and signed, a legitimate doctor's statement is attached, the number of days being donated is not excessive, and there are no obvious signs of abuse of the leave donation rule evident in the donation. If the donation request does not meet the criteria of civil services rules or this policy memorandum, the request will be returned unsigned to the originating department.

Upon final approval by the director of personnel or the Chief Administrative Officer, <u>copies</u> of all donation requests will be returned to the recipient's and donor's departments. The departments must then submit leave adjustment forms to the Bureau of Accounting with a copy of the approved leave donation form attached.

The Civil Service Department will keep the original leave donation forms for both classified and unclassified employees.

IV. <u>INQUIRIES</u>.

Questions concerning this policy memorandum or the civil service leave donation rule may be addressed to the Chief Administrative Office or the Civil Service Department.

MNG/FJM/LRF/itb

Attachments: Civil Service leave donation rule

Leave donation forms